**GUIDELINES FOR INCUBATION SERVICES @ DFPOIE, NIFTEM-T**

**Functions of Department of Food Plant Operations, Incubation and Entrepreneurship**

* Assists incubatees in creating a sustainable, scalable & profitable business model
* Provide physical infrastructure and value-added support services
* Create a strong network of mentors who would provide sector specific knowledge & real world practical guidance.

**Services offered by incubation centre**

* Rental facility for the various processing lines
* Linkage with Department of Technology Dissemination
* Handholding, mentoring & networking.

**Who are Eligible?**

* Trainees of DFPOIE (farmers, start-ups, entrepreneurs, registered company, etc.) who have completed executive training program of minimum 5 days - eligible to avail the services for next 6 months starting from the completion of their training. User charges to be paid. After those six months, they need to pay the fee for renewal of incubatee registration fee also.
* Students and alumni start-up (Company should be in the name of the student or alumni) of the NIFTEM-T can avail the services free of cost for first one year
* Other registered candidates of TOT services (Consultancy and Technology transfer) - eligible to avail the services for 6 months starting from the completion of the above ToT services. User charges to be paid. After first six months, they need to pay the fee for renewal of incubatee registration fee also.
* Faculty/staffs from NIFTEM-T – 50 % concession in user charges and Rs. 1000/- as registration fee.
* Individual, Partnership Firm, Proprietorship firms, Farmer Producer Organizations, Self

Help Group, NGO, Cooperative, Private Limited Company. – Need to pay the registration fee and user charges as specified.

* The applicant should be Above 18 Years, with no minimum educational qualification.

Before signing the agreement with NIFTEM-T, companies/ persons registering will have to submit following documents:

1. Duly signed registration form with all required documents mentioned.
2. Soft copy of the passport size photo of all promoters
3. ID Proof of candidates (preferably Aadhar)
4. Company Incorporation Certificate (to be submitted within 1 month of registering at NIFTEM-T)

***Fee structure***

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| **Category** | **Eligible candidate** | **New beneficiary Registration Fee Rs.** | **Renewal Fee after 6 months Rs.** |
| A | Industries with Annual Turn Over < Rs.12.00 lakhs | 10,000.00 | 20,000.00 |
| B | Industries with Annual Turn Over in between Rs.12.00 lakhs to Rs. 50.00 lakhs | 25,000.00 | 50,000.00 |
| C | Industries with Annual Turn Over> Rs.50.00 lakhs | 50,000.00 | 1,00,000.00 |
| D | Farmer/ SHG/ Transperson/ other minority groups | 5,000.00 | 10,000.00 |
| E | Regular in-service/ retired Staffs of NIFTEM-T | 1,000.00 | 2,000.00 |
| F | Students and Alumni of NIFTEM-T | NIL | 5,000.00  (after one year) |
| G | 1. Faculties/ students from other educational and research institutions 2. (ii) Individuals directly using the Incubation service without training/ consultancies/ other ToT Services | 10,000.00 | 20,000.00 |
| H | 1. NIFTEM-T Beneficiaries/ Incubatees 2. Availed institutional training more than 5 days 3. Registered candidates of TOT services/ consultancies 4. Completed SRP / Turn-key projects | NIL | 5000.00  (after one year) |

**Note:**

* Incubatees should bring their own raw materials, workforce and must be familiar with their own product formulations and process conditions.
* User charges will be as per the approved institute rates and will be revised periodically.
* Services will be scheduled based on the availability of processing lines and on first come first serve basis.

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